

Department of the Army
United States Army Intelligence
Center and Fort Huachuca
Fort Huachuca, Arizona 85613-6000

*FH Suppl 1 to AR 380-5

24 May 2002

Security

DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM

Summary. This revised supplement assigns responsibilities and establishes procedures for the Department of the Army Information Security Program within the US Army Intelligence Center and Fort Huachuca (USAIC&FH).

Applicability. This supplement applies to all elements of the US Army Intelligence Center and Fort Huachuca (USAIC&FH).

Supplementation. Further supplementation of this regulation is prohibited.

Suggested improvements. The proponent of this supplement is the USAIC&FH Security Division. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAIC&FH, ATTN: ATZS-TPP, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca home page at <http://huachuca-www.army.mil>.

AR 380-5, 29 September 2001, is supplemented as follows:

Page x, Contents. Add the following after appendix I:

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*This supplement supersedes FH Suppl 1, 20 December 1991.

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Page 1, paragraph 1-2, References. Add the following at the end of the paragraph:

Referenced forms and publications are listed in appendix J. Prescribed and referenced forms and publications are available electronically. Fort Huachuca forms and publications are available at <http://huachuca.www.army.mil>, higher echelon forms and publications are available at <http://www.usapa.army.mil>.

Page 1, Section II, Responsibilities, paragraph 1-7. Add subparagraphs r and s after subparagraph q as follows:

r. Responsibilities.

(1) The Chief, USAIC&FH Security Division, ATZS-TPP, is the USAIC&FH Security Manager(SM). All other appointees will be Assistant Security Managers (ASMs) appointed in accordance with (IAW) subparagraph (4) below, and their duties will be IAW subparagraph (5) below.

(2) Command policies and directives for safeguarding and controlling classified information will be formulated by USAIC&FH Security Division, ATZS-TPP.

(3) The USAIC&FH Security Division personnel will conduct staff security assistance visits, as required, to assist subordinate commands and activities in developing and implementing acceptable security procedures.

(4) The USAIC&FH staff section directors, chiefs, and subordinate commanders at all levels are responsible for--

(a) Ensuring implementation of all applicable security directives and supplements, where necessary, and preparing internal instructions. Inspected units will provide a copy of the internal instructions or operating procedures during the annual command security inspection.

(b) Ensuring all newly assigned personnel whose duties require access to classified information have been granted the

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appropriate security clearance and received the prescribed security indoctrination prior to granting access.

(c) Appointing an Assistant Security Manager (ASM).

(5) The ASM will--

(a) Act as the point of contact and represent the USAIC&FH SM.

(b) Disseminate instructions and guidance to ensure compliance with current security directives.

(c) Consult with the USAIC&FH Security Division on pertinent security matters.

(d) Maintain a current library of security regulations required to perform their intelligence training and security mission. The following will be maintained: AR 380-5, AR 380-19, and AR 380-67, as supplemented.

(e) Maintain FH Form 380-5-R-E (Request for Security Clearance/Access/Special Access) indicating the security clearance and access of all their personnel, which shall indicate the highest degree of classified information to which they are authorized access.

(6) The ASM will ensure that--

(a) Newly assigned personnel are familiar with security publications applicable to their duties prior to handling classified information.

(b) Corrective action is taken as soon as possible on all security deficiencies noted during security inspections.

(c) A current duty roster is posted in a conspicuous place within each activity that creates, handles or stores classified material. The roster will identify personnel who are responsible to conduct the end of duty security inspection of the area and office. Each person designated on the roster will be notified in person.

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(d) The SM has been identified on FH Form 380-10-R-E (Security Duty Appointments) and that this form has been posted in a conspicuous place within the activity.

(7) The ASM will conduct--

(a) An effective security education program as outlined in this supplement.

(b) Security briefings to newly assigned personnel to ensure security awareness is established upon assignment.

(8) The ASM will establish written security procedures within their areas of responsibility. These procedures will include, but are not limited to--

(a) Safeguarding classified material under their jurisdiction.

(b) Implementing physical security measures to prevent access to classified material during non-duty hours.

(c) Limiting access to classified information to individuals who have a proper clearance access and the need-to-know.

(d) Establishing procedures for implementing current security publications.

(e) Ensuring all visitors are escorted or properly supervised while in their area of responsibility.

(f) Challenging all strangers not under escort.

(g) Advising the director or staff office chief, in writing, of all security deficiencies and/or weaknesses noted and recommending corrective actions to be taken.

(9) The Directorate of Installation Operations, G3, will provide document control in the event the command should receive TOP SECRET collateral information.

s. Procedures.

(1) An ASM will be appointed in writing at each level of command, and a copy of the appointment letter will be provided to the USAIC&FH SM (see figure 1-1). Additional ASMs may be appointed at directorate levels, as needed. An ASM, either military service member or government civilian employee, will be selected based upon experience, reliability, retainability, and clearance. Brigade and Battalion S-2s are automatically ASMs for their respective activities. ASMs will have the support of and access to the director or staff office chief.

(2) The ASMs will conduct annual security inspections of their respective activities. A copy of each inspection will be maintained by the activity inspected. Only the last inspection report will be maintained.

(3) The USAIC&FH Security Division will inspect directorates and staff offices at least annually.

(4) The FH Form 380-9-R (Information Security Inspection Checklist) may be used by ASMs and by offices to be inspected as a guide in preparing for inspections.

(5) The USAIC&FH Security Division will forward the security inspection report to the inspected unit.

Page 8, paragraph 2-3, Delegation of authority. Add the following subparagraph d after subparagraph c:

d. Headquarters, Department of the Army, Deputy Chief of Staff, G-2 has delegated Original Classification Authority to the Commanding General, USAIC&FH for material originated by USAIC&FH elements up to and including SECRET.

Page 22, Chapter 4, Marking. Please refer to this chapter for instructions and samples for marking classified documents.

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Page 63, paragraph 6-1 Responsibilities. Add the following after the first sentence:

FH Form 380-5-R-E (Request for Security Clearance/Access/Special Access) will be used by USAIC&FH Security Division to determine an individual's access and need-to-know, and FH Form 380-6-R-E (Personnel Security Screening Record) will be used for screening personnel.

Page 66, paragraph 6-8, Access by persons outside the Executive Branch. Add subparagraph g after subparagraph f.

g. Outside the Department of Defense (DoD). Requests for classified information from outside the DoD (subparagraphs a through f) will be forwarded with available information and comments to USAIC&FH Security Division for coordination and approval.

Page 67, paragraph 6-11, End-of-Day security checks. Add subparagraph 6-11c as follows:

c. Directorate and activity chiefs whose activities create, handle and store classified material will ensure that personnel are designated in writing as end-of-day checkers. Instructions will be included in the office security standing operating procedures (SOPs). The designation will be conspicuously posted. At the end of the duty day, individuals will ensure that within their work areas--

(1) All classified material is properly secured in a General Services Administration (GSA) approved security container or vault.

(2) Areas are neat and free of loose papers and boxes. This should preclude classified documents from being inadvertently mixed with the loose material and left unsecured.

(3) All unoccupied desks and tables are checked to ensure they do not contain classified information. If a person is absent, classified information for that individual will be property stored until the person returns to duty.

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(4) All computers, word processing equipment, typewriters and related equipment which "generate" or "process" classified information have the removable magnetic storage media and/or ribbon removed and secured in a security container.

(5) Waste baskets are checked for any classified or sensitive unclassified material.

Page 68, paragraph 6-12, Emergency planning. Add the following after the last sentence of the paragraph:

Appendix K provides emergency planning for the protection of classified information. Office plans should be kept current and posted on or in the vicinity of the security container.

Page 69, paragraph 6-16, Visits. Add subparagraph d after c.

d. Within USAIC&FH, a formal visit request will be prepared by the activity's ASM prior to sending military and civilian employees on travel to Army and other DoD activities and contractors facilities when access to classified information/material is required. All visit requests will be submitted thru USAIC&FH Security Division on FH Form 380-14-R-E (Request for Visit Authorization).

Page 71, paragraph 6-18, Classified meetings and conferences. Add subparagraphs e, f, and g after subparagraph d.

e. The USAIC&FH responsibilities. Any USAIC&FH activity sponsoring a meeting in which classified information will be disclosed must accomplish the following:

(1) Coordinate with the USAIC&FH Security Manager to plan for and apply adequate security measures for the control, issue, and storage of classified information.

(2) Ensure all announcements and/or invitations are unclassified or are properly marked if classified.

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(3) Ensure all invitees have been properly cleared through USAIC&FH Security Division for collateral clearance or the Special Security Office (SSO) for Sensitive Compartmented Information (SCI) and possess the appropriate security clearance.

(4) Ensure access control procedures and access rosters are available and followed.

(5) Contact the activity ASM and request a guard force for the building, room or area. The sponsoring activity will ensure guards are provided.

(6) Preceding the event, the activity ASM will screen the area accompanied by physical security personnel.

(7) Prior to the presentation, ensure all non-essential recording equipment, both audio and visual, including cell phones are turned off. This will be announced by the ASM or the alternate ASM.

f. Visit requests for attendance of foreign representatives to conferences or meetings for the disclosure of classified information must be submitted thru official foreign disclosure channels 30 days prior to the conference and all requests must be approved by Headquarters, Department of the Army. The Foreign Disclosure Office, USAIC&FH Security Division should be contacted for further guidance concerning attendance of foreign representatives to conferences for the disclosure of either classified or unclassified information.

g. Any questions regarding the security of meetings that intend to disclose classified information will be referred to the USAIC&FH Security Manager, USAIC&FH Security Division.

Page 73, paragraph 6-21, TOP SECRET Information. Add the following after the last sentence in subparagraph a:

(See Appendix L.)

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Page 75, paragraph 6-25, Reproduction of Classified Material.
Add the following at the end of subparagraph b:

(1) In addition to the approval of the TOP SECRET classification authority, approval is required from the Chief, USAIC&FH Security Division for the reproduction of TOP SECRET information, and section D, DA Form 3964 (Classified Document Accountability Record) requires this official's signature.

(2) The following officials are authorized to approve the reproduction of SECRET or CONFIDENTIAL information within their directorate or activity. This authority cannot be further delegated.

- (a) Deputy Commander/Deputy Commandant for Futures.
- (b) Commanders - Bde/Bn level
- (c) Directors
- (d) SM
- (e) ASM

Page 75, paragraph 6-25, Reproduction of Classified Material.
Add the following at the end of subparagraph c:

(1) Reproduction equipment will be authorized by USAIC&FH Security Division prior to any reproduction of classified material (See figures 6-1 and 6-2).

(2) Activities with equipment authorized for the reproduction of classified documents will include security procedures for classified reproduction in their respective security SOPs.

(3) TRADOC Label 1016-R (Classified-Reproduction Control Notice) will be posted on all reproduction equipment authorized for reproducing classified material. TRADOC Label 1017-R (Unclassified-Reproduction Control Notice) will be posted on equipment not authorized for the reproduction of classified material.

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(4) Training Material Support, Futures Integration Development Center, building 62723, has equipment authorized for classified reproduction up to SECRET.

(5) All DA Forms 3903 (Visual Information (VI) Work Order) submitted to the Training Material Support for classified reproduction of SECRET or CONFIDENTIAL information will be approved by one of the officials listed on page 9, subparagraph (2) of this supplement.

Page 76, paragraph 6-27, Disposition and Destruction of Classified Material. Add subparagraphs f through l to the end of subparagraph e.

f. All offices which store or generate classified material will publish internal instructions in their SOPs for safeguarding and destroying classified waste.

g. For Official Use Only (FOUO) information will be destroyed in the following manner: material generated within a classified or restricted area will be destroyed as classified material.

h. Classified waste receptacles(burn bags)will be kept under surveillance by properly cleared personnel during duty hours and stored in approved security containers at the end of each work day.

i. Red and white burn bags will be used as receptacles for classified waste, FOUO material, and sensitive unclassified waste.

j. Reference copies of classified documents will be destroyed as soon as it is determined they are no longer needed. Material to be destroyed will not be accumulated in excess of 14 working days and will be stored in a security container approved for the appropriate level of classification of the material.

k. The 1st through the 14th of February of each year is designated as the Annual Cleanout Days for USAIC&FH. The ASMs will establish written procedures for the accomplishment of the

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annual cleanout. A memorandum for record will be generated, maintained, and kept available for inspections. Disposition of any record copies should be IAW AR 25-400-2.

1. Fort Huachuca Regulation 380-4, Classified Waste Destruction Facility, contains additional information concerning the safeguarding and destruction of classified waste.

Page 81, paragraph 7-8, Equipment Designations and Combinations.
Add the following to subparagraph a:

The activity ASM will assign classified container control numbers to all security containers used to store classified information within his/her respective activity. Each safe will be marked with the activity's office symbol and numbered sequentially beginning with the number 1. This number will be affixed, using a magic marker, in the upper left hand corner of the container. The assigned number will also be entered in the appropriate block of Standard Form (SF) 700 (Security Container Information). A copy of the master list identifying the assigned classified container control number, building number and room number for each safe located within the activity will be forwarded to USAIC&FH Security Division.

Page 81, paragraph 7-8, Equipment Designations and Combinations.
Add the following to subparagraph b:

(7) The command, directorate or staff office ASM will ensure safe combinations are changed and annotated on the SF 700 IAW subparagraph 7-8b.

Page 81, paragraph 7-8, Equipment Designations and Combinations.
Add the following to subparagraph c:

(6) The USAIC&FH ASMs for units, offices, and activities having more than one security container will designate a master container for storage of other container combinations. Master container combinations are stored in the USAIC&FH Mail and Distribution Center, building 22408. One of the individuals listed on the SF 700 will handcarry part 2 (containing part 2a) of the SF 700 to the Mail and

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Distribution Center. The USAIC&FH Security Division will maintain the combination to the master container located in the Mail and Distribution Center.

Page 82, paragraph 7-9, Repair of Damaged Security Containers.
Add the following subparagraph e after subparagraph d:

e. The Communications Electronic/Intelligence Electronic Warfare CE/IEW) Maintenance, Headquarters Company, 111th Military Intelligence Brigade, will inform the Chief, USAIC&FH Security Division of forced entry or repair requests for security containers. ASMs will ensure that SF 700 will be properly maintained as required by pertinent regulations for all combination locks within their purview. When the combination to a security container is lost due to lack of compliance with this regulation, the user will incur the full cost of restoring or replacement of any combination lock/drawer that has to be drilled or cut open. This will cost approximately \$500. Normal malfunctions will be handled as a normal maintenance problem.

Page 83, paragraph 7-11, Turn-in or transfer of security equipment. Add the following to the end of the paragraph:

Contact UAIC&FH Security Division telephonically prior to issue, transfer, relocation, or turn-in of security containers assigned control numbers as outlined on page 11, paragraph 7-8 of this supplement. Ensure the security container is inspected and the combination reset to the factory setting, 50-25-50, before contacting USAIC&FH Security Division.

Page 96, 8-13, Documentation. Add subparagraphs c and d after subparagraph b as follows:

c. Procedures.

(1) Personnel authorized to handcarry classified material from their respective work areas must have in their possession a DD Form 2501 (Courier Authorization Card) or the Courier Authorization Letter (see figure 8-1).

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(2) Individuals who require authorization to hand carry classified material off the installation using ground transportation or commercial air will have in their possession a Courier Authorization Letter. ASMs will process this documentation for the authorization and signature of the USAIC&FH Security Manager. This authorization will be for handcarrying the material to the destination only. If the material is to be returned to this installation, it must either be mailed or other authorized means of transmission must be used. Exceptions may be specifically authorized by the USAIC&FH Security Manager.

(3) Once an individual has been transferred or permanently reassigned to another duty position, the Courier Authorization Card will be returned to the ASM for destruction.

d. Control of DD Forms 2501 (Courier Authorization Card).

(1) The USAIC&FH Security Division will be responsible for the control of blank DD Forms 2501. Blank courier cards are considered controlled items and must be protected in the same manner as CONFIDENTIAL information IAW AR 25-30.

(2) ASMs will be responsible for the issuance and control of the DD Form 2501 within their respective directorate or staff office. The ASMs will brief the couriers on their responsibilities upon issuance of DD Form 2501 and require couriers to sign a statement that they have read and understand Chapter 8 of AR 380-5.

(3) ASMs are authorized to issue DD Forms 2501 for a period not to exceed 1 year.

Page 98, paragraph 8-16, Authority to approve escort or handcarry of classified information aboard commercial passenger aircraft. Add paragraph 8-17 as follows:

8-17. Release and transmittal of classified material to contractors

The following guidance and procedures are provided relative to

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the preparation and release of classified material to contractors. The Contracting Officer's Representative or his/her designated representative will screen all material released to ensure it contains the proper classification marking as outlined in Section 1, Chapter 4 of this regulation. The Contracting Officer's Representative will--

a. Place a classified cover sheet, SF 704 for SECRET or 705 for CONFIDENTIAL, on the front of the material.

b. Prepare a letter of transmittal to the contractor containing the following information:

(1) Contract number and name of contract.

(2) Short, unclassified title, date (of the document), classification, and originator.

(3) Disposition of the document (retention, reproduction authority (if any), destruction, etc.)).

c. Place the letter of transmittal on the front of the envelope and insert it into a second opaque envelope. Leave the second envelope unsealed. If the material is being--

(1) Mailed to a contractor, forward a copy of the letter of transmittal to ATZS-TPP for review.

(2) Handcarried to a contractor, prepare a DA Form 3964 and a copy of the letter of transmittal. Forward a copy of the DA Form and the letter of transmittal to USAIC&FH Security Division within 2 working days after the transaction.

Page 100, paragraph 9-1, Security Education General Policy. Add subparagraphs e and f after subparagraph d as follows:

e. The objectives of the USAIC&FH Security Education Program are to--

(1) Reduce the potential for security violations.

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(2) Provide security education and training for all personnel based upon their individual needs and the specific security requirements of their job.

(3) Inform personnel who are nominated for and granted special access of their security responsibilities.

(4) Publicize new security regulations, policies, requirements, and/or changes so all personnel are kept aware of their security responsibilities.

f. The security education program will include all USAIC&FH personnel and students assigned to the USAIC&FH.

(1) The USAIC&FH Security Division is responsible for ensuring an effective security education program is established and maintained within each directorate, department, and activity.

(2) The USAIC&FH Security Division will provide an initial in-processing security briefing and notify the respective ASM who will annotate this information on FH Form 380-21-R-E (Individual Security Orientation Record). The ASM will maintain this form and annotate any additional security educational training received by the individual.

Page 101, paragraph 9-7, Refresher briefings. Add the following after the last sentence:

Command, directorate, and staff ASMs will--

a. Provide training which is unique to the activity's work environment.

b. Ensure annual refresher training is conducted and annotated on the FH Form 380-21-R-E.

c. Ensure personnel attend Subversion and Espionage Directed Against US Army training.

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Page 104, paragraph 9-15, Termination briefings. Add subparagraph e after subparagraph d.

e. Termination briefings will be given by USAIC&FH Security Division during outprocessing.

Page 105, paragraph 10-2, Reaction to discovery or incident. Add the following subparagraph e after subparagraph d:

d. Commands, directorates, and activities will immediately notify USAIC&FH Security Division telephonically of any possible compromise of classified information. The activity will be responsible for conducting all preliminary inquiries and, upon completion, will provide USAIC&FH Security Division a copy of their findings, IAW paragraph 10-3.

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OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, US Army Intelligence Center and Fort Huachuca, (ATZS-TPP), Fort Huachuca, AZ 85613-6000

SUBJECT: Duty Appointment

1. Reference Fort Huachuca Supplement 1 to AR 380-5.
2. Effective this date, and in accordance with reference, the following named individuals are appointed as Assistant Security Manager (ASM) and Alternate Assistant Security Manager (AASM) for (name of activity/directorate), building _____, US Army Intelligence Center and Fort Huachuca, Fort Huachuca, Arizona:

NAME	GRADE/RANK	EXTENSION
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ASM:

AASM:

3. Purpose: The aforementioned ASM will discharge duties indicated in paragraphs 1-7r and 1-7s of reference. The AASM will discharge the ASM duties in the absence of the latter.
4. Period: Until officially relieved or released from appointment or assignment.
5. The point of contact is the undersigned, ext X-XXXX.

Signature Block for
Director/Chief of Activity

CF:

Individuals Concerned

Figure 1-1. Sample memorandum for ASM duty appointment

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ATZS- (380-5)

DATE

MEMORANDUM FOR Commander, US Army Intelligence Center and Fort Huachuca, (ATZS-TPP), Fort Huachuca, AZ 85613-6000

SUBJECT: Request for Authorization to Reproduce Classified Defense Information on a (Name of Copier)

1. Request the (directorate/activity/division) be authorized to reproduce classified information, up to and including SECRET, on the organization copy machine.
2. The following information is submitted:
 - a. Manufacturer: (Vendor name)
 - b. Model: (XXXX-X)
 - c. Serial Number: (XXXXXXX)
 - d. Location: (Bldg XXXX, Room XX)
 - e. Office symbol:
3. The (Name of Copier) has a self-cleaning drum which leaves no latent images.
4. Point of contact for this office is _____, extension X-XXXX.

(Signature Block for
Director/Chief of activity)

Figure 6-1. Sample memorandum requesting authorization to reproduce classified information on office copier

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ATZS-TPP

DATE

MEMORANDUM FOR Commander, US Army Intelligence Center and Fort Huachuca, (ATZS-XXX), Fort Huachuca, AZ 85613-6000

SUBJECT: Authorization for Reproduction of Classified Defense Information on (Name of Copier)

1. The (Name of copier), Model_____, and Serial Number _____, located in building (number), room (number), ATZS-XXX, is hereby approved for reproduction of classified defense information up to and including SECRET.

2. This authorization is contingent upon implementation and compliance with requirements indicated below:

a. Posting of TRADOC Label 1016-R, Mar 86 (enclosure) in the vicinity of the copying machine.

b. Posting a list of approving authorities for the reproduction of classified material in the vicinity of the copying machine, (approving authorities will be designated by position and title).

c. Reproduction of classified material will be documented and approved using a DA Form 3964 (Classified Document Accountability Record).

d. Approving authorities will ensure that reproduction of classified material is held to a minimum and proper classification markings are affixed to all documents reproduced.

3. This authorization is valid only for the reproduction equipment identified in paragraph 1 and will become void

Figure 6-2. Sample memorandum of authorization for reproduction of classified defense information on office copier

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ATZS-TPP

SUBJECT: Authorization for Reproduction of Classified Defense
Information on (Name of Copier)

when equipment is moved from present location or is no longer
required for the reproduction of classified information.

4. The point of contact for this office is the undersigned,
extension X-XXXX.

(Name)

Chief, USAIC&FH Security Division

**Figure 6-2. Second page of sample memorandum of
authorization for reproduction of classified
defense information on office copier**

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ATZS-XXX (380-5)

DATE

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Authorization to Carry Classified Material on Fort Huachuca Installation

1. The following individual is authorized to carry classified material on Fort Huachuca Installation:

- a. NAME:
- b. ASSIGNED/EMPLOYED:
- c. ID CARD NUMBER:
- d. DESTINATION: Fort Huachuca Installation
- e. EXPIRATION DATE: 1 year from requested approval.

2. For confirmation of the above information, contact the undersigned, extension X-XXXX.

(Signature block for
activity ASM)

I hereby acknowledge that I have read and understand the provisions of Chapter 8 of AR 380-5.

(Typed name, signature of courier
and date)

**Figure 8-1. Sample memorandum for authority to
carry classified material on Fort Huachuca installation**

LETTERHEAD

ATZS-XXX (380-5)

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Authorization to Carry Classified Material on Board
Commercial Aircraft

1. The following individual is authorized to carry classified
material on board commercial aircraft:

- a. NAME:
- b. ASSIGNED/EMPLOYED:
- c. ID CARD NUMBER:
- d. MATERIAL BEING CARRIED:
- e. DATE AND TIME OF DEPARTURE:
- f. DESTINATION:
- g. TRANSFER POINTS:
- h. EXPIRATION DATE:

2. The classified material will be hand-carried to the
temporary duty area.

**Figure 8-2. Sample memorandum for authority to carry
classified material on board commercial aircraft**

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ATZS-XXX

SUBJECT: Authorization to Carry Classified Material on Board
Commercial Aircraft

3. For confirmation of the above information, contact Security Division, US Army Intelligence Center and Fort Huachuca (USAIC&FH), Fort Huachuca, AZ 85613-6000; telephone (520) 538-6506, DSN 879-6506. After duty hours, contact the Staff Duty Office (SDO), USAIC&FH, telephone (520) 533-2624/2291.

(Name)
USAIC&FH Security Manager

I hereby acknowledge that I have read and understand the provisions of Chapter 8, AR 380-5.

(Typed name, signature of courier
and date)

Figure 8-2. Second page of sample memorandum for authority to carry classified material on board commercial aircraft

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Appendix J
References

Section I
Required Publications

AR 380-10

Foreign Disclosure, Technology Transfer, and Contacts with
Foreign Representatives

FH Reg 380-4

Classified Waste Destruction Facility

Section II
Prescribed Forms

FH Form 380-5-R-E

Request for Security Clearance/Access/Special Access

FH Form 380-6-R-E

Personnel Security Screening Record

FH Form 380-9-R

Information Security Inspection Checklist

FH Form 380-10-R-E

Security Duty Appointments

FH Form 380-14-R-E

Request for Visitor Authorization

FH Form 380-21-R-E

Individual Security Orientation Record

Section III
Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3903

Visual Information Work Order

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TRADOC Label 1016

Classified - Reproduction Control Notice

TRADOC Label 1017

Unclassified - Reproduction Control Notice

Appendix K

Emergency Planning for the Protection of Classified Information

K-1. Purpose. To establish procedures and assign responsibilities for the protection of classified information in the event of civil disturbance, fire, natural disaster, or imminent enemy action.

K-2. General Procedures.

a. All classified documents will be reviewed by the recipient upon receipt for proper disposition, retention, destruction, classification, and marking or transfer.

b. In the case of fire and to ensure the risk of injury or loss of life is minimized, the following actions shall be taken in regard to classified material.

(1) Leave classified material in place.

(2) If time permits, security containers should be secured. If the fire is life-threatening, do not take the time to secure the classified containers.

(3) Designate and train authorized personnel to position themselves at selected locations around the affected area for the prevention of unauthorized removal of classified material.

c. This plan should be reviewed annually and documented on the individual's FH Form 380-21-R-E.

d. Part I of this plan will be posted near each security container or group of containers in which classified information is stored.

e. Part II will list the container, drawer, and, when necessary, the location of Priority I-IV files by file number and title. The priority for evacuation and destruction files is the same as the priority for use of the Classified Waste

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Destruction Facility during an emergency as reflected in paragraph K-6, and be placed inside the container.

K-3. Responsibilities.

a. Office chiefs or their designated representatives are responsible for implementing the provisions of subparagraph K-2b(3) above.

b. All personnel who receive, create, or are listed on the SF 700 are responsible for the implementation of this plan, except where otherwise indicated.

K-4. Implementation. The provisions of this plan will be implemented on the order of the office chief, senior individual, or the USAIC&FH SM.

K-5. Protection. Unless otherwise directed, emergency removal of classified material is impractical. Responsible personnel (paragraph R-3) will ensure classified material is secured in authorized containers and all outside entrances are secured. Total destruction of classified material shall occur only at the direction of the Commander, USAIC&FH.

K-6. Priority for use of the Classified Waste Destruction Facility (see FH Reg 380-4) during an emergency is reflected below.

a. Priority I—TOP SECRET, COMSEC, material and special access material.

b. Priority II—SECRET material.

c. Priority III—CONFIDENTIAL material.

d. Priority IV—other sensitive material (FOUO and Privacy Act material), time permitting.

Appendix L

Procedures for Handling Top Secret Documents within USAIC&FH

L-1. Notice of receipt or pending receipt of TOP SECRET documents during duty hours will be passed to the Top Secret Control Officer (TSCO) or Alternate TOP SECRET Control Officer (ATSCO), who will personally accept and receipt for the documents. TOP SECRET traffic will not be accepted by anyone within USAIC&FH during non-duty hours unless the precedence is immediate or higher.

L-2. The TSCO or authorized courier will report to the Directorate of Installation Operations, G3, USAIC&FH to coordinate delivery and verify clearance and access of intended recipient(s). Delivery will be made only within the confines of the Directorate of Installation Operations, G3, USAIC&FH.

L-3. TOP SECRET documents will be returned to the USAIC&FH TSCO or ATSCO before close of business on the same day the document was signed out. The TSCO or ATSCO will secure the documents at the Directorate of Installation Operations, G3, USAIC&FH. Notes will not be made when reviewing or working with TOP SECRET documents. If notes have to be written, they will be checked by the TSCO or ATSCO to ascertain the classification of the notes.

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Glossary

AR

Army Regulation

ASM

Assistant Security Manager

ATSCO

Alternate Top Secret Control Officer

GSA

General Services Administration

DA

Department of the Army

DoD

Department of Defense

FH

Fort Huachuca

FOUO

For Official Use Only

GSA

General Services Administration

IAW

In accordance with

SF

Standard Form

SM

Security Manager

SOP

Standing Operating Procedures

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TRADOC

Training and Doctrine Command

TSCO

Top Secret Control Officer

USAIC&FH

US Army Intelligence Center and Fort Huachuca

(ATZS-IMC-IP)



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